

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, June 15, 2016
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell and Sierra Spaulding

EXCUSED: Emily Ysebaert and Ron Antonneau

STAFF PRESENT: Pam Manley, Business Grant Manager; Cindy Tappy, Compliance Coordinator; Larry Sterckx, Maintenance Manager; April Herlache, Transportation Supervisor; Brandon Lensmire, Operation Supervisor; Lynn Boland, HR Director and Jennifer Smits, Human Resource

OTHERS PRESENT: Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; and Alderman Dave Nennig

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:17 a.m.

2. Approval of Agenda

J. Withbroe made a motion to approve the June 15, 2016 agenda. R. Scannell seconded the motion. Motion carried.

3. Approval of the minutes of the May 18, 2016 meeting

R. Scannell made a motion to approve the minutes from the May 18, 2016 meeting. J. Withbroe seconded the motion. Motion carried.

4. Presentation: Green Bay Metro – Quarterly Route Review and Analysis Report – May 2016 by Brown County Planning Commission staff

L. Conard explained this report is informational only. It is a relatively routine report. Lisa stated that if the Commission would have any questions, she would be happy to answer them.

5. Discussion on Mobility Manager Partnership

Item tabled until next meeting.

6. Action: Approval of the Director Reclassification

L. Boland stated it is recommended that the position of Transit Director be reclassified from pay grade 41 (\$75,882 - \$94,309) to pay grade 42 (\$81,114 - \$100,848) retroactive to the beginning of the pay period in which June 1, 2016 occurs. Funding for this reclassification will be taken from salary savings.

The salary schedule for pay grade 42 is as follows:

Step 1	Step 2	Step 3	Step 4
\$81,114 - \$86,047	\$91,325	\$95,914	\$100,848

Under the proposed salary range the Director will be placed on a step of the new schedule that provides a minimum increase of 3%, or \$100,848.

In reviewing the salary for this position with comparable sized and neighboring cities we find the following:

- Green Bay is the largest city in the survey.
- The actual salary of the Transit Director ranks 3rd among the 7 cities surveyed.

Commissioner Kuehn held a discussion about employee pay increases being too large at one time and how it is perceived by the taxpayer. Motion made by K. Kuehn to approve the reclassification of the Transit Director position from pay grade 41 (\$75,882 - \$94,309) to a pay grade 42 with a 3% increase. Then in 6-months the Transit Commission would conduct a review and make a recommendation to move to the top scale of grade pay 42. This item would be a closed session. S. Spaulding seconded the motion. Motion carried.

7. Operational Reports

P. Manley stated in your packets is the operational reports. P. Manley gave a brief overview of the ridership reports for Fixed Route and Paratransit and the monthly schedule adherence for May.

8. Finance Report

P. Manley stated in your packets you will find the operating expense report for January through April. She gave a brief overview of the revenue and expense reports. P. Manley stated that if the Commission would have any questions, she would be happy to answer them.

9. Directors Report

No other matters.

10. Other Business

No other matters.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, July 20, 2016 at 8:15 a.m.

12. Adjourn

Motion made by J. Withbroe, seconded by R. Scannell, to adjourn at 8:51 a.m. Motion carried.

Respectfully submitted,

Essie Fels
Recording Secretary